

CITY OF RICHARDSON

RETIREMENT PLANNING CHECKLIST

This retirement planning checklist is provided to City of Richardson employees who are contemplating retirement in the near future. Its purpose is to furnish information which will allow them to be prepared to make the best possible decisions about their retirement. Questions should be directed to the Human Resources Department at 972-744-4000.

1. Estimates: When you begin to think about the possibilities of retirement, call the Human Resources Department and ask for retirement estimates to be calculated for you. You'll need to have in mind a date, or dates, that you are considering using as the effective date of your retirement. Or, you may order the estimate yourself by calling TMRS directly at 1-800-924-8677. It will include the amounts you may be eligible to draw on a monthly basis, and show how much of a lump sum disbursement you can expect to be offered.
2. Decisions: After you receive your estimate, you will have several decisions to make!
 - Do you want to take a lump sum disbursement? If so, which amount do you want to take? You will have options of 12 month, 24 month, or 36 month lump sum amounts. That means TMRS will calculate your standard benefit, and then multiply it by 12, 24, or 36 to get the various amounts of lump sums from which you can expect to choose.
 - If you wish to take advantage of the lump sum offer, how do you want it to be dispersed? You may roll 100% of it over into another tax exempt investment opportunity. Or, you may take it out in cash. Or, you may request a combination of the two. If you take any of it in cash, you will have to pay taxes on it. Also, if you take a lump sum in cash, and are not 59 ½ years old, TMRS will withhold an IRS mandated 10% penalty for early withdrawal. There is no 10% penalty if you take a 'rollover'.
 - After making decisions concerning the lump sum disbursement, you will need to decide who is to be your beneficiary and which option for annuity payments will best serve both of you. You may use 'estate' as your beneficiary if you wish.
3. Schedule an appointment: At least **forty-five (45) days* prior to your intended date of retirement**, you should contact the Human Resources department to make an appointment to begin the process of retiring. When you come for your appointment you will fill out several forms. You'll need to bring with you:
 - your birth certificate or other acceptable proofs of birth. *
 - your beneficiary's birth certificate or other acceptable proofs of birth. *
 - your beneficiary's social security number, and address,
 - your account number of the roll-over account you wish to use if you choose to 'roll over' a TMRS lump sum distribution.

If you choose take a lump sum distribution and want to roll it into a tax deferred investment, you will need the name, address, and account number of the investment. During this appointment, you will have the opportunity to discuss whether or not you and your dependents are eligible for retiree insurance.

It is important that you understand all of your retirement options. Please call (972-744-4003) or drop by to visit Marty Brennan in the Human Resources Department if you have any questions.

*Note: TMRS allows you to file the necessary forms immediately prior to your retirement date, however the Human Resources Department recommends you begin the process 45 days prior to your effective retirement date. This is necessary to allow you time to assemble the necessary signatures, etc. and to give TMRS adequate time for processing your application and respond to you.

* Attachment – Acceptable Proofs of Birth